



ARLINGTON FINANCE COMMITTEE  
MINUTES OF MEETING  
6/22/2022 7:30 PM  
Conducted by Remote Participation – Zoom Meeting  
and  
In-Person at the O'Neill Community Room  
Arlington Police Department  
112 Mystic Street

ATTENDEES

Gibian	P	Padaria	P	Harmer	P	Tosti	P
Blundell	A	Migliazzo	P	LaCourt	P	Deshler	P
Ellis	A	Wallach	A	Jones	P	Carman	P
Healy	A	Foskett	P	Kocur	A	McKenna	P
Beck	A	Crawford Pokress	A	Kellar	P		
						Bradley	P

P indicates Present; L indicates late; A indicates Absent

Visitors: Town Comptroller Ida Cody, Sean Keane (ACMI)

INTRODUCTION

1. Foskett read the rules for the meeting as formulated by Town Counsel based on the Governor's authorization. An important rule is that all votes, unless unanimous, must be by roll call. Attendance was taken by roll call. A vote of "unanimous" means "unanimous vote by all present". The Chair votes only when there is a tie.

MINUTES

1. Meeting minutes from 5/16, 5/18 and 5/25 were all approved with ten in favor and one in abstention (Harmer)

ITEMS

1. End of Year Transfers
  - a. Ida Cody reviewed the End of Year Transfers memo and detailed the requests
  - b. Jones requested an accounting of CARES money expenditures
  - c. VOTE: the committee unanimously approved a motion to transfer \$210,000 from the Reserve Fund with \$200,000 to the Fire Department and \$10,000 to the Town Manager Department
2. Election of Officers
  - a. Foskett introduced the election process

- b. Bradley made a last call for nominations. Elections for the one (1) Chair position and three (3) Vice Chair positions were conducted confidentially via paper and email
  - c. VOTE: Deshler was elected as Chair
  - d. VOTE: LaCourt, Jones and Harmer were elected as Vice Chairs
- 3. Overrides and Elections
  - a. The committee reviewed rules and best practices around public committee member support of overrides and elections, noting that the committee will vote on whether it supports an override and that there are no limitations on members publicly supporting referendums or state candidates. Foscett encouraged the committee to continue the practice of not publicly supporting candidates in local elections
- 4. Transfers from Reserve Fund Outside of Session
  - a. VOTE: The committee unanimously approved a motion to allow transfers from the Reserve Fund of amounts under \$50,000 to be made outside of the regular committee session with the following requirements
    - i. Transfer requests under \$10,000: the Chair may solely approve
    - ii. Transfer requests above \$10,000 but under \$50,000: the Chair and two Vice Chairs may approve

#### CONCLUSION

The meeting adjourned at 8:09 pm.

The next meeting is To Be Determined

Tara Bradley  
1/30/2022

Reference 1: 2022 End of Year Transfers Memo

Reference 2: Election of Officers Document

Reference 3: CARES Money Expenditures Report



**Town of Arlington**  
**730 Massachusetts Avenue**  
**Arlington, MA 02476-4908**

Ida Cody  
 Comptroller  
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 Email: [lcody@town.arlington.ma.us](mailto:lcody@town.arlington.ma.us)

Sandy Pooler  
 Acting Town Manager  
 Tel: 781-316-3002  
 Email: [Spooler@town.arlington.ma.us](mailto:Spooler@town.arlington.ma.us)

To: Finance Committee  
 From: Sandy Pooler, Acting Town Manager and Ida Cody, Comptroller  
 Date: 6/22/2022  
 Re: End of Year Transfers

Attached for your information and review are the anticipated end of the year transfers request and a table summarizing the transactions. We reviewed year end salary and expense projections and believe these transfers will cover all the deficits for FY22.

### **Fire Department**

The Fire Department needs a total of \$220K to cover the deficits in salaries and expenses. The following are the reasons for the need to request additional funds:

#### **Salary Budget**

- 8 employees out on extended leave.
- 5 employees out on injury leave.
- 30 employees out on COVID leave at various times throughout the year.
- 8 unfilled firefighter positions (4 filled 2/27/2022, 4 filled 4/4/2022). The 8 newly hired firefighters will not be able to decrease OT spending in FY22 due to having to attend the Mass Fire Academy.

#### **Expense Budget**

- Spent \$63 K on a medical case settlement – knee replacement for an employee who retired 30 years ago.
- Due to DPW project diesel fuel and gasoline was purchased at market price as opposed to discounted rate.
- Inflation on cost of goods and services.

### **Town Manager Department**

The TM Department needs \$10K to cover the deficit caused by the Manager's payout. The Town Manager is entitled to receive the unused vacation pay in the amount of \$20,944. There is a surplus in the expense budget and the additional \$10K will be sufficient to cover the deficit.

Summary of FY22 year – end transfers:

	Amount required		Transfer Source
Department	Expenses	Salaries	Reserve Fund
Fire	48,000.00	152,000.00	200,000.00
Town Manager		10,000.00	10,000.00
<b>Total</b>	<b>48,000.00</b>	<b>162,000.00</b>	<b>210,000.00</b>

## **Election of Officers**

### **Positions**

*One (1) Chair*

*Three (3) Vice Chairs*

### **Nominations**

Nominees have been solicited in advance via email. Nominees will also be accepted during the meeting. Nominations can be accepted during the meeting via email (privately to the Executive Secretary at [tarawbradley@gmail.com](mailto:tarawbradley@gmail.com) ), by verbal request to the Executive Secretary or via voice during the meeting.

### **Declining a Nomination**

After nominations close, nominees will be given an opportunity to remove themselves should they wish to withdraw from the election.

### **Voting**

Voting will be by secret ballot. Members voting at the meeting in person will vote by paper. Members participating remotely will be able to vote via email at [tarawbradley@gmail.com](mailto:tarawbradley@gmail.com) .

### **Election Format**

First, one election will be held for the sole position of Chair. The member who receives the highest number of votes will be elected.

Second, one election will be held for the three (3) Vice Chair offices. Each member will receive three (3) votes. The nominees with the three highest number of votes will be elected.

### **Tie Breaking**

In the event of a tie, run-off voting amongst the tied nominees will take place under the direction of the Chair.

### **Term**

Terms for new officers will commence on July 1<sup>st</sup>. The term for each position is one year.

### **2022 Election**

We have received the following nominations via email thus far. If you wish to nominate additional candidates for Chair or Vice Chair, please share your nomination with me on paper or via email at [tarawbradley@gmail.com](mailto:tarawbradley@gmail.com).

### **Current Officers**

Chair: Charles Foscett

Vice Chairs: Dean Carman, Christine Deshler, Alan Jones

### **Nominations Received** (as of 6/22/22 at XX:XXpm)

Chair: Christine Deshler

Vice Chair: Christine Deshler, Annie LaCourt, Alan Jones, George Kocur, Darrel Harmer

Nominations are now closed. We will start with the election for the position of Chair. Please vote for one candidate either via paper, email, phone call, text message or Zoom chat.

Deshler has been chosen as Chair. We will now move on to the election for the three (3) positions of Vice Chair. Please vote for three candidates either via paper, email, phone call, text message or Zoom chat. Please note that NAME is no longer a candidate for Vice Chair.

Sum of AMOUNT	Column Labels			
Row Labels	2020	2021	2022	Grand Total
Communication		\$6,800		\$6,800
All OT (not Fire, Police, HHS)	\$6,488	\$270		\$6,758
BOH Staffing needs & misc equip	\$5,887	\$8,296	\$27,533	\$41,716
Cleaning/disinfecting public bldgs	\$22,312	\$119,411		\$141,723
Communication	\$2,201	\$0		\$2,201
Communication		(\$2,201)		(\$2,201)
Direct Staffing costs	\$18,640	\$7,434	\$416,069	\$442,143
Elections, legal fees, medical costs		\$48,622		\$48,622
Filing /Reporting Admin	\$504	\$468		\$971
Hiring , training and contractors		\$7,757		\$7,757
IT costs		\$54,970		\$54,970
OTHER	\$28,857	\$157,721	\$157,037	\$343,614
PPE	\$11,552	(\$5,051)		\$6,501
Reclassification		(\$26,010)		(\$26,010)
Special Education		\$79,496		\$79,496
Testing		\$64,393		\$64,393
Transporting residents		\$115		\$115
Zoom, Docusign, Office Splys		(\$597)		(\$597)
Zoom, Docusign, Office Splys, hardware	\$97,067	\$2,191,388	\$500,663	\$2,789,118
Grand Total	\$192,912	\$2,713,880	\$1,101,301	\$4,008,093